

	<b>City of Helena</b> <b>Personnel Policy</b>	Policy number	6-2
		Original Adoption	04-08
		Revision #	1
		Last revision date	October 2015
<b>Section Title</b>	<b>Employment</b>		
<b>Subject</b>	<b>Moving and Relocation Allowance</b>		

The City of Helena provides relocation assistance to employees at or above the Director's level that must relocate their legal residence as a result of either being newly hired or accepting a promotion within the City organization (there is an IRS minimum of 50 miles). Other positions may be considered on a case-by-case basis. The relocation of a residence is a costly and time-consuming process. It is the intent of the City of Helena to generally identify the expenses that will be paid and the administrative practices necessary to account for these expenses. The City Manager (or interim City Manager) is the only individual with the authority to commit to relocation reimbursement and can approve either advance or reimbursement payments.

#### **Cost for Movement of Household Goods and Personal Effects**

The City may pay reasonable expenses incurred in moving the employee from his/her existing residence to his/her new residence, up to a maximum of \$ 3,000.00 for Director level and above positions.

The City may pay reasonable expenses incurred in moving the employee from his/her existing residence to his/her new residence, up to a maximum of \$ 1,000.00 for positions below Director's level. The decision to pay moving and relocation expenses is made on a case-by-case basis; it depends on the position, department budget and does not establish a practice.

Covered expenses may include:

- Carrier transportation by an approved carrier for normal household goods and personal effects, excluding motor vehicles, boats, recreational vehicles, livestock, plants, perishables, explosives, firearms, outdoor structures, items of exceptional value, or any item in which the moving costs exceed its value;
- All direct travel costs to the new residence for the employee and other family members living in the household as long as the route chosen is the one most direct. Meal and lodging costs incurred while in transit will also be paid for family members living in the household.
- If subsequent to the employee's move to Helena, it is necessary for the employee and his/her family to find temporary lodging, the costs of such lodging and meals can be included.
- Transportation of one (1) motor vehicle, which will be reimbursed at the current rate per mile.

Throughout the relocation, the employee is required to keep a record of allowable relocation expenses incurred along with receipts. Reimbursement of allowable expenses will be paid on the paycheck for the pay period in which receipt of an expense report accompanied by the required paid receipts is received. The expense form should contain only relocation and forwarded to the Human Resources Department for review and approval.

If the employee voluntarily terminates the position or is involuntarily discharged before the completion of the 12 month probationary period, the employee may be required to reimburse the City of Helena at the rate of 1/12 of the paid costs for each uncompleted month or major fraction thereof. Employees who are laid off from their positions will not be required to repay any relocation expense paid on their behalf.